

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3204    **TITLE:** HUMAN SERVICES COORDINATOR II    **GRADE:** S-18

**DEFINITION:**

Under limited supervision, to perform advanced level professional work in the coordination of human service programs.

**TYPICAL TASKS:** (illustrative only)

- o Working with considerable independence, assesses client needs, researches available options, presents options/information to clients
- o Researches, analyzes, and develops recommendations on specific human service problems (e.g., service gaps, societal trends, appropriate levels of service delivery, eligibility criteria)
- o Prepares program reports; maintains program records; monitors program expenditures
- o Represents the program at interagency meetings and committees and board meetings
- o Ensures the delivery of program services through coordination and/or supervision of volunteer and/or paraprofessional staff
- o Develops and disseminates program publicity and outreach materials in order to increase public awareness and use of programs
- o Presents information about programs and services to the general public, community groups, etc.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- o Thorough practical knowledge of human services available to County residents from public, private, and volunteer organizations
- o Knowledge of the basic principles of human behavior
- o Effective interpersonal and organizational skills
- o Effective oral and written communication skills, including effective presentation skills
- o Demonstrated ability to work independently.

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**EMPLOYMENT STANDARDS:**

Any combination of education and experience equivalent to graduation from an accredited four-year college or university with a degree in one of the social or behavioral sciences AND

One year of experience in full performance level human services coordination work in public, private, or volunteer organization.

ESTABLISHED: February 11, 1991

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